COMMUNITY DEVELOPMENT AUTHORITY MEETING MINUTES

March 9, 2020 5:30 PM

Location:	**City Hall, 2110 Washington St, New Holstein WI 53061**
Members Present:	Bob Bosma, Brian Giebel, Randy Jaeckels, Sara Cardinal, Jack Blattner, Scott Konkle, Diane Thorson, Casey Langenfeld
Others Present:	Dianne Reese, Stu Gross (Stantec), Tom Baron (ECWRPC), Mary Kohrell

The meeting was called to order by Chairperson Bosma. Roll call was taken by Langenfeld. A motion was made by Konkle, seconded by Giebel, and carried to approve the agenda with the removal of item number 4. A motion was made by Jaeckels, seconded by Thorson, and carried to approve the minutes from the previous meeting.

Neither public participation nor Communication occurred.

Stu Gross provided information on the Community Development Block Grant for Public Facilities. Gross informed the Committee that the grant application would be for the removal of slum and blight and the City would apply for $1 MM and would request assistance from the Calumet County CDBG-Close funds in the amount of $500,000. The cost to demolish the structures is estimated at $2.3 MM. The City would also apply for the $500,000 WEDC Idle Sites Grant after the Market Feasibility Study is complete. The remaining expense for the demolition would come from local funds. Gross and Mary Kohrell discussed that if CDBG funds are used for the removal of slum and blight that any parcels that are included as a part of the application will need to sit idle for 5 years once the demolition is complete. The parcels that will be included in the application could be redeveloped within those 5 years if they were used to benefit individuals who are classified as LMI. Gross reviewed the process of redeveloping the site and that the 5 years would go quick as the City works with a future developer and that the remaining parcels on the property could be developed at any time. A motion was made by Thorson, seconded by Konkle, and carried to request that Stu Gross begin the application for the CDBG Public Facilities Grant.

Bosma provided information on the eight parcels that make up the former Tecumseh site. The purpose of the CDBG grant is to remove slum and blight which would include the 3 parcels that contain the building structures. The remaining parcels would stay available for development. A motion was made by Jaeckels, seconded by Giebel, and carried to approve the selection of parcels that contain the structures, 18919, 18569 and 18464 for the CDBG Grant application.

Kohrell discussed the steps on how the County will decide on how to distribute the County's CDBG-Close funds. The County has requested that the participating municipalities should submit a letter of request by Wednesday, March 11, 2020. This letter will be reviewed by the DOA to determine if the municipalities project is eligible for CDBG funds. Bosma provided a copy of the letter that explains the City's Tecumseh site project and to request $500,000 in matching fund assistance from the County's CDBG-Close program. A motion was made by Giebel, seconded by Thorson, and carried to approve the document and to submit it to Calumet County.

The Committee reviewed the 4 RFP's that the City received for the Market Feasibility Study of the Former Tecumseh Property. The Committee members provided a score to each proposal and an average was generated based on these scores. The Committee agreed that all firms would be able to provide a Market Feasibility Study. A motion was made by Konkle, seconded by Cardinal, and carried to narrow the selection to 3 firms; Foth, Stantec, and Vandewalle & Associates, removing Place Dynamics and to invite the consultants to provide a 30 minute presentation with 10 minutes for question and answers and a 10 minute break between each presentation on Monday, March 16, 2020 starting at 5:00 p.m.

The next meeting date has been set as March 16, 2020 at 5:00 PM.

Being no further business, the meeting adjourned.

Cassandra Langenfeld, Secretary